



Universal, mobile-centric and opportunistic communications architecture-UMOBILE

Horizon 2020

Grant Agreement number: 645124

ICT-05-2014 Smart Networks and Novel Internet Architectures

PROJECT MANAGEMENT AND CONSORTIUM COORDINATION

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UMOBILE Kick Off Meeting 26/2/15-27/2/15

Presentation overview:

- *WP₁ DESCRIPTION*
- *CONSORTIUM MANAGEMENT*
- *FINANCIAL MANAGEMENT*
- *OTHER*

WP₁ PROJECT MANAGEMENT

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WP1 Project Management (1/5)

- Task 1.1. Project Handbook
 - A draft will be submitted by the end M2
 - D1.1 ready by the end of M3
- Task 1.2 Project Administration
 - Consortium Agreement v1/SIGNED
 - Prefinancing/DISTRIBUTED
 - All management actions other than tasks 1.1, 1.3, 1.4
 - D1.3 & D1.4 Project Management Reports

WP1 Project Management (2/5)

- Task 1.3 Periodic Management Reports
 - Internal Quarterly reports
 - ❖ Achievements of the last reporting period
 - ❖ Actions planned for the next 3 months
 - ❖ Problems occurred/ risks and possible solutions
 - ❖ Resources used during the period/description & deviations from Annex 2

Please send your report within **10** days after the end of the reporting period. The Coordinator will circulate a single report within **20** days.

WP1 Project Management (3/5)

- Task 1.3 Periodic Management Reports
 - Periodic reports & final report
 - ❖ 1st periodic report M1-M18 to be submitted by the end of M20. Interim payment will be received by the end of M23.
 - ❖ 2nd periodic report M19-M36 to be submitted by the end of M38
 - ❖ Final report (M1-M36) to be submitted by M38. Payment of the balance will be received by M41.

WP1 Project Management (4/5)

- Task 1.3 Periodic Management Reports

Periodic reports:
a) Technical report
work carried out
progress / objectives
summary for publication
answers to Horizon questionnaire
b) Financial report
financial statement
explanation of the use of resources

Final report:
a) Final technical report
overview of the results
conclusions of the action
socio-economic impact
b) Final Financial report
final summary financial statement
certificate of financial statements (UCAM & UCL)

WP1 Project Management (5/5)

- Task 1.4 Coordination of External Liaison
 - Please send your feedback by M3
 - A draft will be submitted by M5
 - Deliverable ready by M6

MILESTONE 1: Project kick off meeting / M1

MILESTONE 2: End of project/ M36

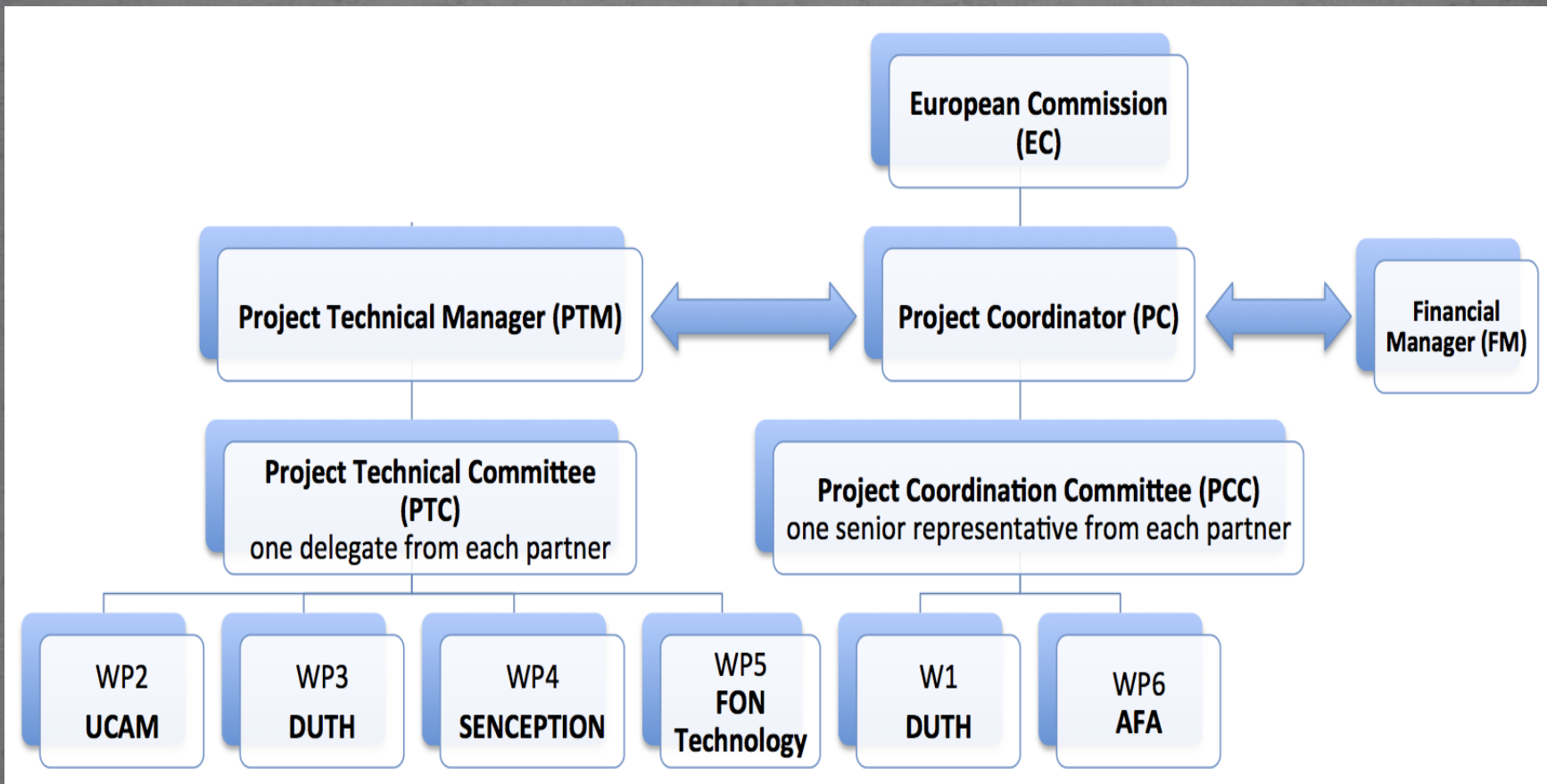
CONSORTIUM MANAGEMENT

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CONSORTIUM MANAGEMENT

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UMOBILE Management structure



Define today the:

- *Project Coordination Committee*
- *Project Technical Committee*
- *Work package Leaders*
- *Work package/Task Leaders*
- *Liaison delegates*
- *IPR management committee*

Representatives

Internal division of roles:

Each Beneficiary must:

- Keep information stored in the Beneficiary Register up to date
- Inform the Coordinator of any event that can affect/delay the action
- Submit to the Coordinator in good time any document needed

The Coordinator must:

- Monitor that the action is implemented properly
- Act as the intermediary
- Submit deliverables & reports
- Transfer the payments without delay and inform the EC
- Request/review any information asked by the EC & verify their correctness/completeness

Roles/responsibilities towards the EC:

The beneficiaries:

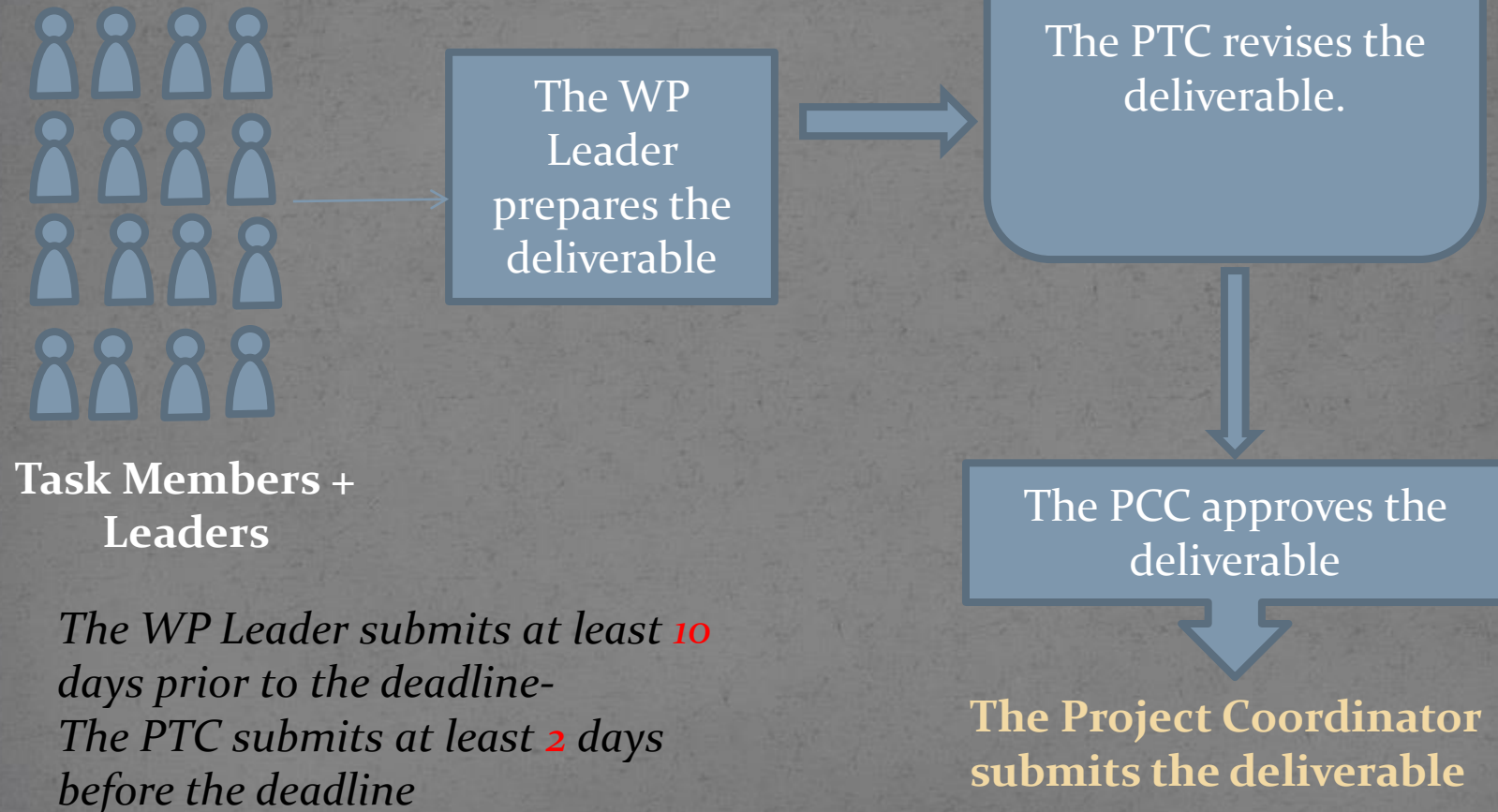
are jointly and severally liable for the technical implementation of the Action as described in Annex 1

Have full responsibility for implementing the action and complying with the agreement

Management tools:

- Meetings (physical and teleconferences: last Friday of each month)
- Quarterly reports
- Monthly reports (ONLY TO REPORT A PROBLEM)
- IPR announcement (in order to inform about possible IPR findings)
- Internal website

Deliverables submission procedure:



FINANCIAL MANAGEMENT

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PAYMENT PLAN (1/2)

- The prefinancing (33% of the grant) was distributed according to each beneficiary share to the project budget:

Beneficiary	Budget Share	Prefinancing payment
DUTH	12,64%	106.539,89 €
UCL	14,85%	125.159,87 €
UCAM	19,92%	167.941,24 €
COPELABS--		
COFAC	8,84%	74.549,92 €
TECHNALIA	9,28%	78.189,92 €
TEKEVER AU	10,60%	89.319,91 €
SENCEPTION	5,56%	46.899,95 €
FON		
TECHNOLOGY	7,68%	64.736,28 €
AFA SYSTEMS	10,64%	89.669,91 €
	100,00%	843.006,90 €

150.537,10 € were transferred to the Guarantee Fund

PAYMENT PLAN (2/2)

Our proposal: to distribute the interim payment with the same way, unless

- The PCC believes that a party is underperforming
- A party informs the consortium of major underspending

In that cases the PCC will revise the payment plan

Eligible costs:

- Direct Personnel costs (actual cost for all partners except Coopelabs & Senception= unit costs)
- Direct costs of Subcontracting (only 1.000 for DUTH*)
- Other direct costs (actual costs for travel, depreciation costs, other costs according to Annex 1&Annex 2)
- Indirect costs (flat rate of 25% of the **eligible** direct costs)

Ineligible costs:

- Bank costs charged by the beneficiary's bank for transfers from the EC
- Costs related to return of capital
- Debt & debt service charges
- Provision of future losses or debts
-
- Costs declared under another EU or Euratom grant

(Page 22 of the grant agreement)

GENERAL GUIDELINES!

- Expenses in euro
- **Estimated** budget
- Budget transfers (not for subcontracting)
- Keep to **Annex 1** and **Annex 2!**
- Costs incurred **during** the project duration*
- Equipment (charge only **depreciation** – the rate of actual use and only for the duration of the action or WP concerned)
- VAT (nondeductible VAT is eligible)

GENERAL GUIDELINES (2/2)

- Travel costs **totally** connected with Annex 1/provide supportive material
- Conference participation **only** for paper presentation, for 1 person
- **Expensive travel plan**
- **Subcontracting**
- **Receipts** of the action
- Keep records (for a period of up to 5 years after the payment of the balance)
- Open access **cost**

OTHER

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Guide for beneficiaries:

- Grant agreement
- Horizon 2020 Annotated Model Grant Agreements
- Horizon 2020 e-manual
- Annex 1&2
- Consortium Agreement
- Project Handbook

Legal Issues:

Confidentiality- Section 10 of the Con. Agreement

- Information marked as “confidential” or orally identified as “confidential” and confirmed in writing

IPR

- Most of the results “open”
- Recognize and track IPR issues/ IPR Announcement form

Policy on gender issues

Recruitment

Information of EU funding:

Display always the EU emblem and include the text

“This project received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 645124”

(please consult the grant agreement & the project handbook for more details)

Thank you!